

**Little Traverse Bay Bands of Odawa Indians**  
Job Posting

**Job Title:** TRIBAL SOCIAL WORKER  
**Department:** Human Services  
**Reports to:** Human Services Director  
**Status:** Exempt  
**Salary:** \$31,475 - \$42,584  
**Level:** 4  
**Opens:** June 10, 2014  
**Closes:** July 1, 2014

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**SUMMARY**

This professional position works directly with children, adults and families. The Tribal Social Worker will assist with personal and environmental difficulties that interfere with the healthy functioning of family life. Working directly with the services offered in the Human Services Department, the Tribal Social Worker will be responsible for the direct oversight of various aspects in handling children, adults and family services. The care and supervision of Tribal children, adults and family services that are involved within the court system will be the responsibility of the Tribal Social Worker; this could include: prevention, intervention, unification, termination and adoption options as well as offering assistance to adults who fall under the Welfare of Adults Code. Collaborating with other LTBB governmental staff and departments, the social worker will put together service plans and court documents in preparation for testimony within all court systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Prepare and maintain accurate and confidential case files and keep up-dated progress notes.
- Maintain case files according to program and BIA standards. This includes appropriate forms, case service plans, visitation agreements, medical info, permanency plans, parent/agency agreement, difficulty of care rates, and case notes. Provide reports with regard to these cases and statistics.
- Oversee all aspects that pertain to the safety and welfare of tribal children, adults and elders in keeping with the laws of LTBB and ICWA.
- Investigate, assess and follow up on complaints of abuse or neglect issues, as well as provide case management and monitor services.
- Visit abused or neglected wards in their homes or placements.
- Must be available on an on call basis for human services emergencies.
- Submit reports to the LTBB Child Welfare Commission, prosecuting attorney, legal department and to the state and tribal court systems.
- Testify in court on the progress of and services provided to children, adults and families and make recommendations regarding such.
- Evaluate client's needs, make appropriate referrals and assist tribal members in obtaining necessary services from local, county, state or private agencies.
- Conduct random drug and alcohol screens as appropriate utilizing office protocol.
- Transport clients upon approval as necessary and appropriate in keeping with goals of program.

- Provide crisis intervention and referral services during business hours or non-traditional hours. (i.e. nights/weekends/holidays).
- Provide short-term intervention services to clients. Provide input and feedback with regard to parent/child relationships.
- Network with other professionals and non-professionals for the purpose of providing intervention/prevention services and the strengthening of families.
- Complete necessary reports and gather information based on approved regulations for the purpose of licensing foster homes.
- Complete necessary reports and gather information for the purpose of child welfare adoptions.
- Complete reports as indicated in the LTBB Child Protection Statute for the purpose of guardianship hearings.
- Assist in the completion of background investigations.
- Assist with the implementation of family violence prevention services.
- Function as part of department team by covering office duties as requested.
- Other duties as assigned.

### **EDUCATION AND EXPERIENCE**

Minimum of Bachelor's degree (BSW) in Social Work and one year experience working in human services field required. A Bachelor's Degree other than social work and two years work experience in the human services field *may* be considered.

### **OTHER ESSENTIAL SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must be familiar with Indian Child Welfare Act and LTBB Child Protection Code. Cultural sensitivity is required. Be familiar with computers for the purpose of composing reports and entering data. Must have knowledge of and experience with home-based family preservation models. Experience working with individuals, families, and elders at risk for abuse/neglect required. Some experience working with juvenile delinquency preferred. Experience with Indian Child Welfare Act and Basic Indian Law preferred. Experience working within a Native American community preferred.

Requires excellent interpersonal and communication skills. Ability to read, analyze, and interpret, professional journals, technical procedures, and regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, staff and the general public.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess valid driver's license, be insurable, and have reliable transportation at all times. Individual must be able to pass a criminal background investigation. Must have current requirements of related state licenses or be licensed.

### **COMMENTS**

Indian Preference will apply.